



To Plan, Organize, and Submit a PAAP

Participation in the PAAP is required for those needing Alternate Assessment for the MEA in grades 4, 8, and 11. Students in a non-graded program must be designated as a member of each of those grades once during their school careers. They must be designated an 11th grader during their third year of high school. The evidence (student work) included in a PAAP must have been generated during the school year in which the PAAP is submitted for scoring.

PLANNING A PAAP

- STEP 1** Choose the required number of Maine *Learning Results* Content Standards from those **listed on the PAAP Entry Slip** for the Content Areas in which the student will submit a PAAP (English Language Arts, Mathematics, and/or Science and Technology). The Content Standards chosen will be the target of instruction for the individual student. These should be integrated with the student's Individualized Education Plan (IEP) if he/she is a special education student, or with other personal plans for instruction if the student does not have a disability.
- STEP 2** Review the Performance Indicators related to the Content Standards that you have chosen to include in the student's program. Determine which level of PAAP Rubrics is nearest to the current achievement level of the student for each of the Content Standards chosen. **All work for a given Content Standard must be aligned with the same PAAP Rubric Level.**
- STEP 3** Choose **one (encouraged) or two (maximum) Performance Indicators per Content Standard**, as described in the PAAP Rubrics, that would be appropriate for inclusion in the student's instructional program. Consider the evidence that would result from the student's work on these Content Standards/Performance Indicators and which of the resulting products/processes could serve as evidence to be included in the PAAP. Each piece of evidence must be worth 6 points (based on the *PAAP Framework for Assessment Formats*, page 17), and there must be four pieces of evidence (24 points) for each English Language Arts Content Standard Entry; two pieces of evidence (12 points) per Content Standard Entry in Mathematics and Science and Technology. **Instruction and assessment must be aligned with the PAAP Rubrics to be scored.**
- STEP 4** Plan and deliver instructional activities as you normally would, collecting evidence throughout the school year. Make sure the evidence is aligned with the PAAP Rubrics for the Performance Indicators/Content Standards chosen. Remember to follow the *PAAP Media Guidelines* (pages 30-31) for any media pieces you plan to include in your student's PAAP.

ORGANIZING A PAAP

- STEP 5** Organize the PAAP by Content Area in the following order: English Language Arts, Mathematics, Science and Technology. Attach all **Task Descriptions, Video/Audiotape Script** (if applicable) and **student work** related to the same Content Standard to a single **Content Standard Entry Slip**. **Those three (4) components constitute a Content Standard Entry**. Arrange the Content Standard Entries in alphabetical order by Content Standard and numerical order by Performance Indicator for a Content Standard within each Content Area. A complete PAAP will include a total of 15 Content Standard Entries (for each English Language Arts Content Standard Entry: Content Standard Entry Slip, 4 Task Descriptions, and 4 pieces of related student work; for each Mathematics and Science and Technology Content Standard Entry: Content Standard Entry Slip, 2 Task Descriptions, and 2 pieces of related student work).
- STEP 6** Make sure all student work has been corrected, and that the Table of Contents, all Content Standard Entry Slips, and all Task Descriptions have been completely filled out. Remember, tasks can be used for more than one Content Area, Content Standard, or Performance Indicator, but there **must** be a copy of the task and its accompanying Task Description in each Content Standard Entry for which the task is submitted.
- STEP 7** Place all PAAP contents in a 3 ring binder and number all Task Descriptions sequentially from the beginning of the PAAP to the end of the PAAP, across Content Areas. Number all pages of the PAAP sequentially from front to back. Remember to follow the *PAAP Media Guidelines* (page 30-31) for any media pieces have included in your student's PAAP.

SUBMITTING A PAAP

- STEP 8** **PAAPs must be mailed to Measured Progress by April 5** in order to be received by April 9. PAAP received after that date will not be scored and the students submitting a late PAAP will be counted as non-participants in the MEA.